

Rec Mgt 3-3

Chief, Supply Division

7 February 1958

Chief, Records Management Staff

Forwarded 10 Feb 58

Utilization of Filing Equipment

1. In accordance with my memorandum of 18 September 1957, to the Chief, General Purchase Branch, Procurement Division, I have reviewed again the utilization of safe file equipment from a records management viewpoint.

2. As a result of this review, I have found that Headquarters components of the Agency have made progress towards better utilization of filing equipment. Some examples of this are as follows:

- a. Several pieces of equipment included in the surplus property list #1-50 dated October 1957 have been used to fill office requisitions.
- b. Our review of requisitions for equipment that you have sent us and our contacts with the offices concerned have resulted in cancellation of several requisitions.
- c. Some offices agreed to accept substitution in their requisitions of other types of slow moving equipment stored in the Warehouse.

3. Recently, the Stock Control Section informed me that 111 four drawer safes were issued to field components between July 1, 1957 and December 31, 1957. I discussed the control and utilization of field equipment with RI/DD/P, who has promised to inform me of their position, shortly,

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4. I believe that a cooperative arrangement with your office, the Office of Security and this Staff can bring about even better utilization of filing equipment and perhaps some economies for the Agency as a whole. Accordingly, I suggest as follows:

- a. That the current and future supplies of Herring-Hall Marvin, Safe File equipment, which I understand is the only kind that the Office of Security considers suitable for overseas use, be reserved for such purpose.
- b. That a Purchase Order for 40 Safe File Cabinets (Herring-Hall Marvin) be initiated.

- c. That you inform me of the issue of all file equipment to the field. If the routing of these requisitions to this Office will delay filing orders, a phone call will be satisfactory. We are, of course, in no position to judge the necessity of these requirements and are primarily interested from the standpoint of having current information on usage so that we may better measure effectiveness of the records management program world-wide.
- d. That you consider the possibility of obtaining an inventory of filing cabinets from the field, both insulated and non-insulated, which are stored in warehouses at accountable stations. With this additional information on a continuing basis, our approach to insuring maximum utilization of filing equipment could be more objective.
5. I believe that substantial benefits will be derived by continuing the review of all requisitions for filing equipment in this office. In many instances, we are in a position to suggest a type or kind of equipment other than that requested which will better suit the needs of the Office concerned. At your convenience, I would like to discuss the overall problem of file equipment with you. I wish to extend my appreciation to the personnel of the Stock Control and Stock Management Sections for their cooperation and help with this problem.

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*Notified Chief Supply Div., Chief Stock Control,
Chief Stock Mgt. Section, & Chief Purchase Branch
of contents of this memo on 16 Feb. 58*

R. H. M.

Mgt/S/RES *[Signature]* fjm (7 Feb 1958)

[Signature] 2/7/58

File Copy

1416 Eye - 120 Feb

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CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	INITIALS	DATE
1	Deputy Director of Security (PPS)		
2	1413 Eye Building		
3			
4			
5			
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

Link:

Here is a copy of my memorandum of 7 February 1958 to Chief, Supply Division. Re: Utilization of Filing Equipment. I believe this answers, in principle, your memorandum of 3 Feb 1958 to the Chief, Management Staff re Safe-file Stockpile. At your convenience, I'd like to discuss the safe filing equipment problem with you.

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